

71-75 Shelton Street, London, WC2H 9JQ | www.generalpracticesolutions.net
020 8865 1942 | enquiries@generalpracticesolutions.net

PRACTICE NURSE (PN) PERSON SPECIFICATION & JOB DESCRIPTION

PN GENERAL PRACTICE SPECIALIST ASSOCIATE (GPSA) JOB SUMMARY

The PN GPSA will act autonomously within their professional scope of practice through the delivery of bespoke clinical advice to the clients of General Practice Solutions (GPS). Depending on the GPS services commissioned, PN GPSAs may also be required to care for service users face to face, via the telephone consultations and/or undertake video consults.

The PN GPSA will use their skills, knowledge, and competencies as a qualified Practice Nurse to be responsible and accountable for mentoring GPS clients on the management of service user caseloads for treatments, referral, admission, and discharge. The PN GPSA may also be required to simultaneously apply the same standards for the direct care of service users depending on the GPS services commissioned.

The PN GPSA will be required to implement robust workflows and processes dependent on the client's needs and as outlined in the GPS mobilisation brief. Ones duties may well vary from paper-based exercises such as introducing best practice guidelines and processes to the physical management of service users.

PN GPSA PERSON SPECIFICATION

This person specification provides a list of essential and desirable skills and competencies that a candidate should have in order to perform the job.

QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Registered nurse with current NMC registration and active PIN	<input checked="" type="checkbox"/>	
Minimum 2 years' experience post registration	<input checked="" type="checkbox"/>	
Health care management/leadership qualification	<input checked="" type="checkbox"/>	
Mentoring qualification(s)	<input checked="" type="checkbox"/>	
Post-registration study in topics allied to general practice	<input checked="" type="checkbox"/>	
Chronic disease management qualifications	<input checked="" type="checkbox"/>	
Competence to undertake Asthma, COPD and Diabetic clinics / reviews and hold relevant certificates	<input checked="" type="checkbox"/>	
Evidence of appropriate knowledge base	<input checked="" type="checkbox"/>	
Demonstrate an understanding of audit	<input checked="" type="checkbox"/>	

Understanding of health and safety issues	<input checked="" type="checkbox"/>	
Basic/advanced certificate of life support		<input checked="" type="checkbox"/>
Undertaken mentorship training		<input checked="" type="checkbox"/>
SKILLS AND KNOWLEDGE	ESSENTIAL	DESIRABLE
Evidence of clinical skills and experience in treatment room consultation	<input checked="" type="checkbox"/>	
Assess complex health & wellbeing needs and develop, monitor and review care plans to meet specific needs	<input checked="" type="checkbox"/>	
Competence in clinical practice associated with the role	<input checked="" type="checkbox"/>	
Problem-solving and decision-making skills	<input checked="" type="checkbox"/>	
Knowledge/experience of clinical systems EMIS web and SystemOne	<input checked="" type="checkbox"/>	
Understanding of the wider determinants of health, including social, economic and environmental factors and their impact on communities	<input checked="" type="checkbox"/>	
Knowledge of IT systems, including ability to use word processing skills, emails and the internet to create simple plans and reports	<input checked="" type="checkbox"/>	
Awareness of the NHS Long Term Plan and Transforming Nursing Plan to develop a general practice nursing role for the future.		<input checked="" type="checkbox"/>
Competence in clinical practice associated with the role		<input checked="" type="checkbox"/>
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working in a community development context, adult health and social care, learning support or public health/health improvement	<input checked="" type="checkbox"/>	
Substantial experience (post-registration) working in a healthcare setting supervising and/or mentoring junior staff	<input checked="" type="checkbox"/>	
Evidence of professional/clinical knowledge in area supplemented by specialist clinical and/or managerial training	<input checked="" type="checkbox"/>	
Portfolio of CPD with evidence of ability to maintain professional registration	<input checked="" type="checkbox"/>	
Experience of working in primary care		<input checked="" type="checkbox"/>
Experience of supporting people with their mental health, either in a paid, unpaid or informal capacity		<input checked="" type="checkbox"/>
Experience of GMS Contract and QOF requirements		<input checked="" type="checkbox"/>
Experience of partnership/collaborative working and of building relationships across a variety of organisations		<input checked="" type="checkbox"/>
PERSONAL ATTRIBUTES AND QUALITIES	ESSENTIAL	DESIRABLE
Ability to listen, empathise with people and provide person centred support in a non-judgemental way	<input checked="" type="checkbox"/>	

Able to get along with people from all backgrounds and communities, respecting lifestyles and diversity	<input checked="" type="checkbox"/>	
Able to support people in a way that inspires trust and confidence, motivating others to reach their potential	<input checked="" type="checkbox"/>	
Able to communicate effectively, both verbally and in writing, with people, their families, carers, community groups, partner agencies and stakeholders.	<input checked="" type="checkbox"/>	
Ability to identify risk and assess/manage risk when working with individuals	<input checked="" type="checkbox"/>	
Able to work from an asset based approach, building on existing community and personal assets	<input checked="" type="checkbox"/>	
Able to provide leadership and finish work tasks	<input checked="" type="checkbox"/>	
Ability to maintain effective working relationships and to promote collaborative practice with all colleagues	<input checked="" type="checkbox"/>	
Commitment to collaborative working with all local agencies (including local health networks, voluntary organisations and community groups)	<input checked="" type="checkbox"/>	
Demonstrates personal accountability, emotional resilience and works well under pressure	<input checked="" type="checkbox"/>	
Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines	<input checked="" type="checkbox"/>	
High level of written and oral communication skills	<input checked="" type="checkbox"/>	
Ability to work flexibly and enthusiastically within a team or on own initiative	<input checked="" type="checkbox"/>	
Knowledge of, and ability to work to, policies and procedures, including confidentiality, safeguarding, information governance and health and safety	<input checked="" type="checkbox"/>	

PN GPSA JOB DESCRIPTION

MANAGEMENT OF CHRONIC DISEASE

- Identifying significant abnormalities.
- Diagnosis, monitoring and development of individual management plans; agreeing these as appropriate with the service user and other health professionals.

THERAPEUTIC MONITORING

- Checking compliance with and adherence to appropriate treatments using a holistic approach.
- Recognising abnormalities.
- Identifying the impact of treatment and implementing or recommending changes as appropriate.

WOUND CARE AND MANAGEMENT

- Assessing routine wounds including trauma.
- Assessing to support good wound management in complex situations (e.g. use of Doppler technique)

HEALTH CHECKS

- Identifying significant abnormalities.
- Obtaining appropriate information using a lifestyle questioning approach and identifying appropriate health promotion issues.
- Working with service users to develop a management plan where health problems or potential health problems are identified.

RISK ASSESSMENT

- Recognising issues and gathering sufficient information to refer (e.g. drugs; domestic violence; child protection; vulnerable adults; social problems)

HEALTH SCREENING

- Recognising issues and gathering sufficient information to refer (e.g. women's and men's health, sexual health, older people).
- Undertaking monitoring tasks (e.g. smears) and providing advice as appropriate.
- Providing in-depth monitoring and advice as appropriate to the level of the post-holder's specialty and working with the service user in deciding on management plans.

TRAVEL HEALTH

- Administering injections and providing guidance in accordance with guidelines.
- Identifying problems.
- Provision of specialist and evidence-based support to the team.

CYTOLOGY SERVICES

- Accredited to provide cytology services.
- Robust understanding on fail-safe processes relating to cytology samples.

IMMUNISATION (ADULT AND CHILD)

- Administering appropriate immunisation autonomously.
- Working with service users with more complex immunisation issues.

FIRST CONTACT

- Working independently or alongside the general practitioner and making decisions/recommendations as appropriate.

MINOR OPERATIONS

Assisting the general practitioner and/or undertaking some simple procedures.

EAR CARE

- Providing routine ear care.
- Dealing with more complex problems and prescribing if appropriate.

MENTAL HEALTH

- Communicating with key workers.
- Administering appropriate prescribed therapies and monitoring for side effects.

CONTRIBUTION TO THE IMPLEMENTATION OF SERVICES

The post-holder will:

- Apply GPS policies, standards, and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audit where appropriate.

HEALTH IMPROVEMENT

- Management of health screening programmes and ensure other team members are aware of health priorities and screening objectives and programmes.
- Innovation to meet ongoing demands on the delivery of care.
- Improve health outcomes by introducing new developments and can demonstrate them as reports and presentations where appropriate.
- Makes referrals to appropriate agencies (statutory and voluntary) where necessary.

PROVIDING ASSESSMENT, SCREENING SERVICES, HEALTH EDUCATION ADVICE

These may include but not restricted to:

- Blood pressure checks.
- Urinalysis.
- Ear syringing.
- Dressings.
- Contraception/ fitting contraceptive devices.
- Routine immunisations and vaccinations.
- Removal of sutures / clips.
- First registration checks / health surveillance / general health advice.
- Assisting with minor procedures in the treatment room.
- Organise and plan the provision of nursing services for the practice to include the delegation of duties to other members of the nurse team as appropriate.

ADMINISTRATION AND PROFESSIONAL RESPONSIBILITIES

- Produce accurate, contemporaneous, and complete records, consistent with legislation, policies and procedures.
- Participate in the administrative and professional responsibilities of the client provider.
- Accurate and legible notes of all consultations and treatments are recorded in the service users notes.
- Ensure clinical systems kept up to date, recording and/or amending accurate details.
- Ensure appropriate items of service claims are made accurately, reporting any problems to q manager.
- Ensure accurate completion of all necessary documentation associated with health care and registration with the client provider.
- Attend and participate in practice meetings as required.
- Restocking and maintenance of clinical areas and consulting rooms.
- Attend GPS mobilisation meetings.

TRAINING AND PERSONAL DEVELOPMENT

- Maintain up to date skills and knowledge, maintaining awareness of professional issues at an advanced level.
- Training needs will be monitored by yearly appraisal and will be in accordance with GPS requirements. Personal development will be encouraged and supported by GPS.
- Assess effectiveness of care delivery through self-reflection and peer review, as well as benchmarking and formal evaluation.
- Contribute to the identification and assessment of learning needs of other professionals and assist in planning effective programmes of education.
- Act as a mentor for GPS clients as per the GPS brief.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work and ensure own educational commitment is at least sufficient to maintain revalidation requirements.
- Develop and maintain a Personal Learning Plan.
- Regularly participate in clinical supervision.

LEADERSHIP – PERSONAL AND PEOPLE DEVELOPMENT

- Act as a clinical leader on behalf of GPS in the delivery of nursing services ensuring that the needs of service users are a priority.
- Support workforce development to maximise potential.
- Actively promote a learning environment, encouraging everyone to learn from each other and from external good practice.
- Critically evaluate and review innovations and developments that are relevant to the area of work.
- Take part in recruitment processes where appropriate.
- Maintain effective communication and active involvement in the planning and processes of practice-based commissioning or similar initiatives.
- Promote the role of the Practice Nursing.

CONFIDENTIALITY

In the course of seeking treatment, service users entrust professionals with, or allow them to gather, sensitive information in relation to their health and other matters.

- GPSAs will comply with Legislation with regards to data protection act and ensure confidentiality is always maintained.
- The PN GPSA must regard all information relating to service users and their carers, other healthcare workers (as well as information relating to the client provider / GPS as a business organisation) as strictly confidential.
- Information relating to service users, carers, colleagues, other healthcare workers or the business of the client provider / GPS may only be divulged to authorised persons in accordance with the GPS policies and procedures relating to confidentiality, data protection legislation and the protection of personal and sensitive data, as well as other related healthcare legislation (e.g. the NHS Confidentiality Code of Practice).

HEALTH & SAFETY

The GPSA will comply with policies, procedures and clinical guidelines for oneself and others. This includes but not limited to:

- Identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised.
- Identifying issues and hazards / risks in relation to other work areas within the business.
- Awareness of national standards of infection control and cleanliness, as well as ownership of infection control and clinically based care protocols and implementing them across the client provider.
- Active observation of current working practices across the client provider in relation to infection control, cleanliness, and related activities, ensuring that procedures are followed, and weaknesses / training needs are identified, escalating issues as appropriate.
- Identifying the risks involved in work activities, raising them with appropriate management and managing those risks across clinical processes.
- Safe management of sharps procedures, including training, use, storage, and disposal.
- Keeping own work areas and general / service user areas are generally clean, sterile, assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other managers.
- Demonstrate due regard for safeguarding and promoting the welfare of children.
- Routine management of own team / team areas, and maintenance of workspace standards:
 - Waste management, including collection, handling, segregation, container management, storage, and collection.
 - Spillage control procedures, management, and training.
 - Decontamination control procedures, management and training, and equipment maintenance.

EQUALITY AND DIVERSITY

The PN GPSA will support the equality, diversity and rights of service users, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of service users, carers and colleagues
- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity.

- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.
- Support people who need assistance in exercising their rights.

QUALITY

The PN GPSA will strive to maintain quality and will:

- Alert other team members to issues of quality and risk.
- Assess own performance and take accountability for own actions, either directly or under supervision.
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance.
- Work effectively with individuals in other agencies to meet service user need.
- Effectively manage own time, workload and resources.

COMMUNICATION

The PN GPSA should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with service users and carers.
- Recognise people's needs for alternative methods of communication and respond accordingly.
- Ensure awareness of sources of support and guidance (e.g. PALS) and provide information in an acceptable format to all service users, recognising any difficulties and referring where appropriate.

CONTRIBUTION TO THE IMPLEMENTATION OF SERVICES

The PN GPSA will:

- Apply policies, standards, and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audit where appropriate.